



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BENEFITS SPECIALIST I

Job Number: 20001747

Job Code: 93800V161016

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 03/01/1998

Job Revised: 10/16/2016

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Responds to inquiries from agency personnel administrators, benefit coordinators, insurance vendors and employees concerning issues regarding Worker's Compensation, Life Insurance, Health Insurance, Employee Assistance and similar programs administered by the Kentucky Personnel Cabinet. OR Assists in monitoring, recording, and reporting financial data for the reconciliation of benefit accounts; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have one year of experience in human resource administration or in the administration of employee benefit programs including but not limited to employee assistance programs, worker's compensation, life or health insurance or similar assistance programs.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in human resource administration or in the administration of employee benefit programs, employee assistance programs, worker's compensation programs, life or health insurance sales and/or other benefit administration programs will substitute for the required education on a year-for-year basis. Current certification as a Certified Employee Benefits Specialist, Professional HR, Senior Professional HR, or Global HR Certification will substitute for the required experience

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responds to inquiries from state agencies, insurance vendors and public employees regarding benefit programs. Serves as a liaison between state administered benefit programs, benefit coordinators, third party administrators and employees. Uses HR Information System utilized by the state to process benefit eligibility and other benefits data to provide customer service related to benefits. Participates in open enrollment periods. Assists in updating and revising materials describing benefit programs. Assists in conducting training for agency and local school board personnel regarding benefits. Keeps abreast of statutory and regulatory changes regarding benefits programs for public employees. Assists in completing work on Family Status changes to determine qualifying event criteria. Works with Flexible Spending Account program and provides information to program inquiries. Advises participants on Flexible Spending Account plans as well as COBRA. Assists in advising agencies and employees on the Family and Medical Leave Act (FMLA). Assists in the dissemination of information about state provided life insurance programs. Works with employees, insurance vendors and benefit coordinators on billing issues and eligibility questions. Maintains operational records on participants. Communicates with state agencies, third party administrators, medical providers, employees and citizens regarding Worker's Compensation claims and questions. Reviews worker's compensation checks for accuracy. Takes information on First Report of Injury (IA-1) by telephone and completes reports. Ensures accuracy of transactions by reconciling disbursements. Provides assessment and referral for employees and/or dependents' psychological, substance abuse and marital/family problems. Consults with managers and supervisors concerning employee productivity and behavioral problems. Maintains confidential case files. Develops and presents wellness educational sessions for state employees and other interested groups. Assists in performing a variety of benefits processing activities, such as investigation and resolution of complaints, adjustments to financial accounts, and preparation of financial reports.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically performed in an office setting. Occasional travel is required in conducting training programs for agency benefit coordinators.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.